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RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: JUNE 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	69	688	
2. RECORDS ACCESSIONED	1,026	7,200	35,500
3. RECORDS DISPOSED OF AT CENTER	378	1,278	2,948
4. RECORDS TRANSFERRED FROM CENTER	16	3,826	7,808
5. RECORDS HOLDINGS	24,744		
6. DISTRIBUTION MATERIAL RECEIVED	259	2,769	20,511
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	92	1,507	5,795
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	47	698	3,721
9. DISTRIBUTION MATERIAL HOLDINGS	* 12,172		
10. TOTAL HOLDINGS	36,916		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	986	10,188	54,022
12. INFORMATIONAL REQUESTS	476	2,068	5,196
13. INFORMATION REPORTS	228	3,017	
14. INTELLIGENCE REPORTS	4,647	51,093	
15. ADMINISTRATIVE ISSUANCES	1,243	8,904	
16. TOTAL	7,580	75,270	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	10,463	132,374
B. RETURNS	3,381	40,613
18. ADMINISTRATIVE ISSUANCES	1,494	24,886
19. TOTAL	15,338	197,873

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	797	8,997
21. PHOTOCOPY	144	1,081
22. DITTO	--	613
23. TOTAL	941	10,691

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	41,220
25. UTILIZED	36,916
26. COMMITTED	3,697
27. AVAILABLE	607

FORM NO. 1 MAR 57 490j

*Includes 1,177 cu. ft. of VM Records - Map Negatives

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